

## **Qualification Questionnaire Information**

**I was not able to return the questionnaire within the 10-day time period. What should I do?**

Please complete the online questionnaire or the paper questionnaire and return it to us as soon as possible.

**I am a U.S. Postal employee. Am I considered a federal employee?**

No, you are not considered to be a federal employee and you will be paid the attendance fee.

**I am a member of the National Guard. Am I considered a federal employee?**

No, you are not considered to be a federal employee and you will be paid the attendance fee.

**I am a college student. Do I have to report for jury service?**

No. Full-time students may be excused from jury service if they make the request (either on the questionnaire form or in a letter).

**I have a medical condition which will make it difficult for me to serve as a juror. Do you need a doctor's statement?**

No. You should briefly explain the medical condition when completing the qualification questionnaire.

**I lost my qualification questionnaire. How can I get another one?**

Contact the jury office by telephone at 1-844-411-7774. Follow the instructions on the Jury line to speak with a jury clerk. Or you may send an email to request a duplicate questionnaire form. [Click here to send an email to Louisville](#) or [click here to send an email to Bowling Green](#) or [click here to send an email](#) to Paducah or [click here to send an email to Owensboro](#).

**Why does the questionnaire ask about my race and/or gender?**

Federal law requires you as a prospective juror to indicate your race. This answer is required solely to avoid discrimination in jury selection and has no bearing on your qualifications for jury service. By answering this question, you help the federal court check and observe the juror selection process so that discrimination cannot occur. In this way, the federal court can fulfill the policy of the United States, which is to provide jurors who are randomly selected from a fair cross section of the community.

**I no longer live in Kentucky. Must I still complete the questionnaire?**

You must complete the online questionnaire; OR if you are using the paper questionnaire form, please indicate your new address, sign, date, and return the form in the envelope provided to you.

**There was no return envelope provided in my packet. What is the address to return the form?**

You may return the form in a regular letter envelope to:

Clerk's Office, Gene Snyder United States Courthouse, 601 W. Broadway, Rm 106, Louisville, KY 40202

**I am age 70 or over. Do I have to complete the entire questionnaire?**

If you are completing the questionnaire online, you must complete the entire questionnaire. If you are completing the paper questionnaire, you will only need to answer 2 questions.

\*Question number 2: Are you 18 years of age or older? (You must include your date of birth); and

\*Question number 14: Grounds for Requesting Excuse (Fill in circle 1 to indicate you are requesting to be excused because of your age.)

**I am age 70 or over. Can I be excused from jury service because of my age?**

Yes. You may make the request to be excused when completing the juror qualification questionnaire. If you wish to make the request after you have returned the questionnaire, you must submit a written request for excuse.

**My child is a full-time student. May I complete the questionnaire on his/her behalf?**

Yes, if you have their permission. You must indicate your name, your relationship to the person named on the questionnaire and the reason why you completed the form for them.

**My mother/father is in a nursing home. May I complete the questionnaire on his/her behalf?**

Yes. You must indicate your name, your relationship to the person named on the questionnaire and the reason why you completed the form for them.

**My relative is physically or mentally handicapped. May I complete the questionnaire on his/her behalf?**

Yes. You must indicate your name, your relationship to the person named on the questionnaire and the reason why you completed the form for them.

**This person is deceased. Do I have to complete the questionnaire?**

Yes. If you are completing the online questionnaire, respond "yes" to the question "Is the addressee deceased?" You will not be required to complete the rest of the questionnaire. If you are completing the paper questionnaire, use the Remarks section to indicate the person is deceased. You must include your name and your relationship to the addressee.